

JOB DESCRIPTION

Title: Vice President of Development
Supervisor: President and CEO
Prepared By: Bill Rose
Date Prepared: 1/20/2014

Summary of Position:

The Vice President of Development of the Kalamazoo Nature Center is responsible, under the guidance of the President and CEO, for all aspects of fund raising, including: preparing fund raising plans; motivating and coordinating efforts of board members, volunteers, and staff in fund raising activities; and educating, cultivating, and soliciting donors and prospects. Principle areas of responsibility include leadership and supervision of annual fund, individual and corporate (Sustainable Business Forum) membership, major gifts, planned giving, capital campaigns, scholarships, corporate sponsorships, and grant writing. The Vice President of Development is also responsible for supervising the volunteer program, marketing and promotion, facility rentals, retail operations and member/donor records.

Duties:

High Priority

- Hire, train, and supervise the development staff, as needed.
- Identify, cultivate, and solicit individual, corporate and foundation donors.
- Direct continued development of annual fund, membership, major gift, planned giving, scholarship, and sponsorship programs including corporate and foundation components.
- Devise and implement strategies, plans, and budgets.
- Develop and execute capital campaigns.
- Provide campaign committee support.
- Prepare campaign correspondence including final reports.
- Facilitate the interaction between solicitation volunteers and prospects.

- Create and implement strategy to solicit new members and membership renewals at all levels; coordinate membership renewal process; and maintain communication with members regarding benefits and services.
- Develop and implement public and media relation activities, including; KNC newsletter, website, brochures, paid advertising, and oversee appropriate use of graphic standards.
- Develop, maintain, and enhance the fund raising capabilities of staff, board members, and volunteers, through training, technical assistance, administrative support, and preparation of background information.

Second Priority

- Plan and direct all member and donor events, including the annual meeting.
- Identify and facilitate state, federal, corporate, and foundation grant funding opportunities.
- Coordinate mailings, including bulk, for Development Office and other departments.
- Plan and implement member and donor cultivation events.
- Other duties as needed.

Qualifications:

- Minimum Bachelor's degree and three years related experience.
- Successful development experience, including donor relations and grant writing.
- Computer competency in current business software, web design and knowledge of Raiser's Edge.
- Excellent written and oral communication skills.
- Deals effectively with a wide range of people including corporate, foundation and community leaders, as well as board members.
- Maintains the highest standards of ethics and performance with regard to all aspects of fund raising and the Kalamazoo Nature Center.
- Maintains confidentiality.
- Experienced in staff and volunteer supervision.
- Committed to the highest standards of customer service.
- Committed to the mission statement of the KNC.
- Excellent organizational skills; ability to handle multiple projects.

- Excellent communication skills, verbal and written.
- Must be creative, and have high energy.
- Ability to work as a team member with staff, board, and committees.
- Able to be self-directed and self-starter.
- Willing to work a varied schedule.

The Kalamazoo Nature Center Mission Statement: The Kalamazoo Nature Center is a not-for-profit organization whose mission is to inspire people to care for the environment by providing experiences that lead them to understand their connection to the natural world.

Because we value the strength diversity brings to the workplace, the Kalamazoo Nature Center is committed to the recruitment, retention, and development of a workforce that reflects the society in which we live. We encourage applications from candidates representing diverse backgrounds.

The Kalamazoo Nature Center is an equal opportunity organization that will not discriminate in its programs or hiring practices on the basis of race, color, religion, sex, age, ethnic origin, physical or mental disability, veteran status, height, weight, sexual orientation or gender identity, marital status, or political affiliation.

To apply: Please submit resume and cover letter to Heather McKinney, hmckinney@naturecenter.org.

Deadline for application: Open until filled.

Kalamazoo Nature Center
7000 North Westnedge Ave
Kalamazoo, MI 49009